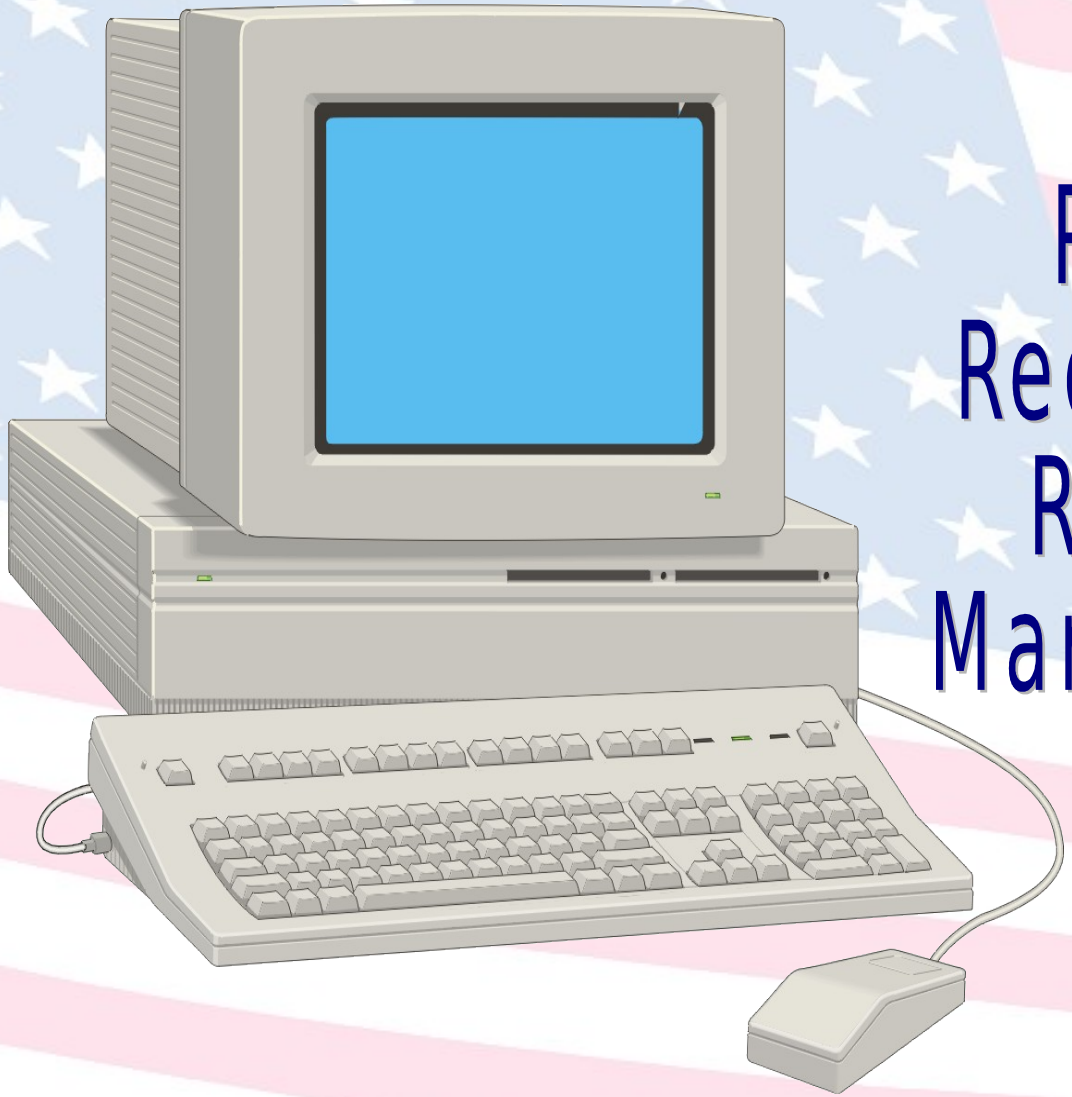

Prepare Hand Receipts/Subhand Receipts Using Manual Procedures

Terminal Learning Objective

Action: Prepare manual Hand Receipts/Subhand Receipts using Manual Procedures.

Condition: In a classroom given a computer with forms program, FED LOG CD ROM, student handout, required publications, pen and pencil, and a practical exercise (PE).

Standard: The student will accurately prepare hand receipts/subhand receipts using manual procedures.

Prepare Hand Receipt/ Subhand Receipt using Manual Procedures

Determine Property Accountability:

- Property Books:

  – Organization.

  – Installation.

  (Exception OCIE regardless of ARC).

  – Non-expendable, Durable, Expendable items.

Prepare Hand Receipt/ Subhand Receipt using Manual Procedures

Determine Property Accountability (con't):

- Hand Receipts.
- Subhand Receipts.
- Temporary Hand Receipts.
- Hand Receipt Annex.
- Component Hand Receipt.

Prepare Hand Receipt/ Subhand Receipt using Manual Procedures

Determine Property Accountability (con't):

Stock Number:

- NSN- 4210-00-752-9343 Extinguisher.
- MPN- (86403) 40965/7A-9H Gasket.
- MCN- 7210-01-H03-0078 Chair, Desk.

Prepare Hand Receipt/ Subhand Receipt using Manual Procedures

Records used to Assign Responsibility for Property:

- Property Book DA Form 3328/3328-1.
- Hand/Subhand Receipts DA Form 2062.
- Temporary Hand Receipts DA Form 3161.
- Equipment Receipt DA Form 3749.

Prepare Hand Receipt/ Subhand Receipt using Manual Procedures

Prepare a Hand Receipt DA Form 2062:

- Heading:
  - Line out the words Annex Number.
  - From Block.
  - To Block.

- Hand Receipt Number.

Prepare Hand Receipt/ Subhand Receipt using Manual Procedures

Prepare a Hand Receipt DA Form 2062

(con't):

- Column a. Stock Number - (NSN, MPN, MCN) and may include LIN.

- Column b. Item Description - identify the item, include publications (BIILs and or components), serial and/or registration numbers, and annexes if applicable.

Prepare Hand Receipt/ Subhand Receipt using Manual Procedures

Prepare a Hand Receipt DA Form 2062

(con't):

- Column c. * - Enter hand receipt annex number if applicable.
- Column d. SEC - enter CIIC if applicable.
- Column e. UI - enter unit of issue.

Prepare Hand Receipt/ Subhand Receipt using Manual Procedures

Prepare a Hand Receipt DA Form 2062 (con't):

- Column f. QTY AUTH - Enter the quantity authorized to be on hand.
- Column g. QUANTITY - Sub-columns A through F:
  - Enter the quantity on hand.

Prepare Hand Receipt/ Subhand Receipt using Manual Procedures

Prepare a Hand Receipt DA Form 2062 (con't):

Add this item to your hand receipt:

- MCN - 7050-00-Z01-0001, Computer, CPU, Desktop, Serial# 12389A0A12.
- LIN - 70209N.
- CIIC - R.
- Publication Data - CTA 50-909, 1 Aug 93.

Prepare Hand Receipt/ Subhand Receipt using Manual Procedures

Components/Subcomponents:

	NSN	ITEM	ARC	CIIC	UI	QTY
	2590-00-148-7961	Cable Kit, Spec, N Elec, 2cndt	M		EA	1
*	5935-00-322-8959	Adapter, Connect	X	U	EA	1
	2640-00-102-0978	Repair Kit, Tire, D Pneumatic	M		EA	1
*	2640-00-138-8324	Fluid, Vulcanizing	X		U	CN 2

*** Sub-components**

Prepare Hand Receipt/ Subhand Receipt using Manual Procedures

Components/Sub-components: (con't)

	NSN	ITEM	ARC	CIIC	UI	QTY	
*	2640-00-138-8330	Patch, Inner Tube	X		U	EA	50
*	2640-00-242-3467	Fluid, Vulcan, Chem.	X		U	EA	6
	4240-00-052-3776	Goggles, Industrial	D	M		EA	1
	4730-00-470-6625	Chuck, Air Inflating	D	M		EA	1

*** Sub-components**

Prepare Hand Receipt/ Subhand Receipt using Manual Procedures

Components of End Item

NSN	ITEM	ARC	CIIC	UI	QTY
4230-00-246-1186	Decon Apparatus Port: Serial # 8520	X	U	EA	1
6545-00-922-3088	First Aid Kit	X	U	EA	1

Prepare Hand Receipt/ Subhand Receipt using Manual Procedures

Basic Issue Items (BII)

NSN	ITEM	ARC	CIIC	UI	QTY
2540-00-670-2459	Bag, Publications	X	U	EA	1
4210-01-149-1356	Fire Extinguisher	X	U	EA	1
5120-00-595-8396	Jack Assy: 8 ton	X	M	EA	1

REQUEST FOR ISSUE OR TURN-IN

(DA PAM 710-2-1)

	X ISSUE / TURN-IN	SHEET NO. 1	NO. SHEETS 1	3. REQUEST NO. TEMPORARY HAND RECIEPT	4. VOUCHER NO.
1. SEND TO: CPT. RAY GUNN S-3 SECTION HHC, 1/59TH QM BN WBAKT0	5. DATE MATERIAL REQUIRED			6. DODAAC / 7. PRIORITY	8. ACCOUNTING/FUNDING DATA
2. REQUEST FROM:	9. END ITEM IDENT			9a. NAME/MANUFACTURER	9b. MODEL / 9c. SERIAL NO.
* CODE — ISSUE: I-Initial, R-Replacement — TURN-IN: FWT-Fair Wear And Tear, RS-Report of Survey — EX-Excess, SC-Stmt of Charges				10. PUBLICATION	11. JOB ORDER NO.

12. ITEM NO. a	STOCK NO. b	ITEM DESCRIPTION. c	UNIT OF ISSUE d	QUANTITY e	CODE* f	SUPPLY ACTION g	UNIT PRICE h	TOTAL COST i	j. POSTED DATE	POSTED BY
1	2320-01-107-7155	TRK, UTILITY M998 SER. #567981/NGMPL	EA	1	I			0.00		
		NOTHING FOLLOWS								
							SHEET TOTAL	0.00	GRAND TOTAL	

13. ISSUE/TURN-IN "QUANTITY" COLM IS REQUESTED	DATE	BY	14. ISSUE QTY IN "SUPPLY ACTION" COLUMN	DATE	BY	15. REC QTY IN "SUPPLY ACTION" COLUMN	DATE	BY

DA FORM 3161, MAY 83 — REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED. — USAPPC V1.10

Summary

We have discussed how to prepare and maintain government property using the following procedures:

- Determine property accountability procedures at unit/organization level using DA Pam 710-2-1, Using Unit Supply System (Manual Procedures).
- Determine the appropriate accountable property records to use.
- Prepare a DA Form 2062, Hand Receipt.
- Prepare a DA Form 3161 as temporary hand receipt.
- File documents in the correct unit supply files.